



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

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**Title:** Agency Services Representative Trainee

**Posting Number:** AQES-2022-37

**Open to:** General Public

**Workweek:** 35 (35-hour) Workweek

**Salary:** (A99) \$29,635.20 (Non-Negotiable)

**Opening Date:** 6/30/2022

**Closing Date:** 7/15/2022

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Air Quality Energy & Sustainability  
Climate, Clean Energy & Rad Prot  
Bureau of X-Ray Compliance  
25 Arctic Parkway  
Ewing, NJ 08638

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing, and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related duties as required.

**Specific to the Position:** Typical duties and responsibilities include: entering applications and payments into the x-ray database as pending applications, updating the section's computerized database, handling and processing inquiries from technologists, tracking of examination applications, recording and tracking technologist licensure enforcement, scheduling inspectors, tracking certified mailed letters and denied applications, answering main telephone lines and taking accurate messages, filing, sorting and distributing, photocopying, mass mailing of documents, opening and logging mail, data entry and computer operations, mailing Board letters and agendas, and other clerical duties. Appointee will also provide support for the Bureau's special projects.

## Requirements

**License:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Please include the posting number in the subject of the e-mail when submitting your credentials.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

**Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:**

Crystal Nazario

Air Quality Energy & Sustainability

E-mail Address: [AQES.Resumes@dep.nj.gov](mailto:AQES.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**